



CEA



CAREER EXECUTIVE ASSIGNMENT

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT:

DEVELOPMENTAL SERVICES

POSITION TITLE:

ASSISTANT DEPUTY DIRECTOR, ADMINISTRATIVE OPERATIONS
DEVELOPMENTAL CENTERS DIVISION
(CEA, LEVEL A)

SALARY:

\$6,647-\$9,555

FINAL FILING DATE:

Until Filled

POSITION DESCRIPTION:

Under the general direction of the Deputy Director, Developmental Centers Division (Division), the incumbent provides executive-level leadership; assists the Deputy Director with statewide administration, policy formulation and implementation, and fiscal accountability for the Division. The Division consists of three State developmental center facilities, one State-operated community facility, and the Headquarters' support services operation. The incumbent manages the Developmental Centers Administrative Branch that includes the Fiscal and Program Support Section, and the Facilities Planning and Support Section.

EXAMINATION PROCESS: The examination will consist of an application and Statement of Qualifications (SOQ) evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION: All interested applicants must submit:

- An original, **standard State application (STD. 678)** with civil service titles and dates of experience.
- A **Statement of Qualifications (SOQ)**. The SOQ is a discussion of the candidate's education and experience that qualifies him/her for the position, related to the Minimum Qualifications, Knowledge and Abilities, Special Personal Requirements, and Desirable Qualifications. The statement should be no more than two pages in length and no smaller than 12-point font.
- Applicants who fail to submit a SOQ with their application by the final filing date will be eliminated from the examination.
- A resumé does not take the place of the SOQ.

The application and Statement of Qualifications may be **mailed** to:

Department of Developmental Services (DDS)
Personnel Services Section
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Peggie McQuillan

Questions regarding the examination can be directed to: Peggie.mcquillan@dds.ca.gov

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity program.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform higher level and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the CEA appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Knowledge of the Department of Developmental Services, including its programs, the needs of the citizens it serves, and the developmental center and regional center systems.

Experience with persons with developmental disabilities and/or other populations with special needs and with the operation of highly structured residential living environments.

Experience in an Executive capacity with responsibility for program administration and policy development.

Strong management skills, particularly in the area of policy and program direction, and the demonstrated ability to establish priorities and successfully resolve issues.

Excellent interpersonal/communication skills, and management and leadership skills to ensure successful performance in an Executive role.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL CENTERS DIVISION**

DUTY STATEMENT

JOB TITLE: ASSISTANT DEPUTY DIRECTOR, ADMINISTRATIVE OPERATIONS
(CEA LEVEL A)

POSITION DESCRIPTION: Under the general direction of the Deputy Director, Developmental Centers Division (Division), the Assistant Deputy Director, Administrative Operations, provides executive-level leadership to the Division, and oversees the services and functions of the Division's administrative operations, including administrative policy formulation and implementation, and fiscal accountability for the Division, statewide administrative oversight of three State developmental center facilities, one State-operated community facility, and Headquarters' support services.

SUPERVISION RECEIVED: Incumbent reports to the Deputy Director, Developmental Centers Division.

SUPERVISION EXERCISED: Supports the Deputy Director with supervision of the executive teams of three developmental centers and one state-operated community facility; directly supervises the managers of the Developmental Centers Division Administrative Operations Branch.

EXAMPLES OF DUTIES:

Essential Job Functions

- 20% Support the Deputy Director in the supervision of business functions and conditions at three developmental centers and one state-operated community facility, including leadership to the administrative operations staff at the Division-operated facilities: plan, direct, and approve Division assignments and projects which support the administrative and business operations of the DC system, and facilitate the accomplishment of department, division, and facility operations goals utilizing DC/CF, Division, Department, and other managers.
- 20% Lead and coordinate the Administrative Operations of the division: provide oversight of and direction to Administrative Operations staff. Assume accountability for all administrative activity and support for the Division including, but not limited to, fiscal, personnel, facilities planning, capital outlay and workers' compensation functions.
- 20% Plan, direct and approve Division assignments and projects that support the developmental center system, and facilitate the accomplishment of these with Division staff and other Department managers.
- 20% Administer the annual budget for developmental centers and community facility, including development of the statewide allocation, and ensure ongoing monitoring and fiscal accountability. Participate in and provide leadership to the Division in all aspects of the budget process, including assumptions, budget change proposals, justifications, and development of reports to the Department of Finance, Health and Human Services Agency, Legislature, etc.

DEVELOPMENTAL CENTERS DIVISION
ASSISTANT DEPUTY DIRECTOR,
ADMINISTRATIVE OPERATIONS (CEA LEVEL A) DUTY STATEMENT

- 10% Advise the Deputy Director and departmental executive management regarding policies and procedures relating to the developmental center system. Develop, coordinate, and implement policy and procedures affecting the developmental center system and the comprehensive quality assurance system for both state developmental center and community facility programs.
- 5% Represent the Department in meetings and at hearings with State and federal governmental entities, public and private interest groups, and consumers and their family members regarding policy and care for individuals with developmental disabilities at the developmental centers and community facility.
- 5% In the absence of the Deputy Director, act as Deputy Director, Developmental Centers Division, as needed/designated.

TYPICAL WORKING CONDITIONS: Ongoing interaction with staff in the developmental centers and community facility, Department of Developmental Services (Department) headquarters staff, other State departments and control agencies, members and staff of the California Legislature, consumers and their families, advocates, members of the public, and other stakeholders. Frequently work irregular and extended hours in an office environment, as well as travel to facilities and events located throughout California. Requires sitting for extended periods of time while in meetings, using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS: Have knowledge of the Department of Developmental Services, including its programs, the needs of the citizens it serves, and the developmental center and regional center systems. Possess excellent management and leadership skills and interpersonal/communication skills to ensure successful performance at the Executive level. Demonstrated ability to perform in an executive capacity with responsibility for program administration, policy development and fiscal administration within State government. Possession of strong management skills, particularly in the area of fiscal and administrative policy and program direction. Demonstrated ability to comprehend departmental and division priorities to identify division strengths, weaknesses, opportunities and threats in order to set strategic objectives that positively resolve identified issues. Ability to promote and sustain an environment that embraces informed and timely decision-making that considers innovative solutions to move the division forward. Have experience working with persons with developmental disabilities and/or other populations with special needs. Have experience with the operation and management of 24-hour facilities.

Revised 2/2017